

**Information Memorandum No. 98- 268**

**Memorandum For Cdrs DCMDs, DCMC CAOs**

**Subject:** Change 1 to Single Process Initiative System (SPIS) User's Manual (INFORMATION)

**Date:** September 3, 1998

**Target Audience:** All DCMC personnel involved in SPI implementation

**New Information/Guidance/Tools:**

- The **SPIS** User's Manual has been revised to provide improved instructions for data entry.
  - Instructions for entering data on Component Team Leader decisions to concur or object have been clarified.
  - Instructions for entering data in contractor and DCAA cost fields have been improved, including instructions for situations where an activity other than DCAA performs the cost/benefit analysis.
  - Additional guidance has been provided for the use of "comments" fields.
  - Summary reporting of weekly SPI activity in the "**CAO** Status" field has been discontinued.
- All changes are indicated by a vertical bar in the left margin of each affected page and a summary of changes is provided on the last page of the manual.

**Point of Contact for Further Information:**

Paula-metcalf@hq.dla.mil /SPI Team, DCMDI-RS/703-767-3468

**Signature:**

  
JILL E. PETTIBONE  
Executive Director  
Contract Management Operations

Attachment:

Change 1 to SPIS Manual